



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 1: For Question 603 of the Respite Application, our person-centered service model includes multiple respite options, including in-home care, adult day care, and assisted living respite. Because reimbursement rates vary by county, provider, and service type, there is no single average unit cost that accurately reflects the program.

In addition, our model allocates up an amount per caregiver for respite service, with the total number of service units varying based on the type of respite selected and the contracted rate of the provider. Due to the limited space available in the application fields, we are unable to fully explain these variations and accurately represent the program's cost structure. Could you please advise on the best way to complete this section?

Answer 1: Use the most commonly type of respite for the calculations with a note explaining why at AAA4's request. Submit a separate piece of paper with a concise answer that would not fit in the fields provided in the application, then make reference to said addendum in the appropriate place on the application

Question 2: The General Application Proposal Attachment Checklist, Item D, "Letter of commitment if subcontracting with outside organizations to provide key elements of the program," [our organization] contracts with more than 40 providers to deliver respite services for family caregivers (Adult Day Care, In-Home Care, Assisted Living Facilities).

Would a list of our contracted respite care providers satisfy this requirement, or are letters of commitment needed from each subcontracted vendor? If another form of documentation is preferred, please advise.

Answer 2: A list of all the contracted respite care providers will satisfy this requirement.

Question 3: What is the character limit and expectations around brevity?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 3: There are no character limits in the application documents; however, there are page limits. These can be found in the instructions of each program specification and application.

Question 4: For the RFP attachments requested in items C2 and C3, could you please clarify whether you are requesting our most recent audited financial statements or current, year-to-date financial statements?

Answer 4: Applicants should submit their most recent independently audited financial statements, if available. In addition, applicants may submit current year-to-date financial statements to demonstrate current financial capacity and organizational stability. If an independent audit is not available, please see the response to Question 16 regarding acceptable alternative financial documentation.

Question 5: May an otherwise eligible Nevada-based for-profit organization serve as the principal applicant for Caregiver Respite services in Sacramento and Placer Counties? Which California registrations, licenses, or authorizations must be established at proposal submission versus before contract commencement?

Answer 5: Yes. An agency is not required to be based in the county it proposes to serve. However, agencies are expected to maintain a local office that consumers can access for services and support. If an agency located outside of California is selected to provide Caregiver Respite services, additional documentation and requirements will be discussed during the contracting phase.

Question 6: Do you require one proposal for all categories, regions? Or do you require separate applications?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 6: A complete application includes one General Application and one or more Program Applications. If an organization is interested in multiple service categories, you'll need to submit one program specification/application for each category.

Question 7: Do we need to turn in a Board Resolution with the application?

Answer 7: No, this is not required by AAA4; however, it may be required by your organization.

Question 8: What are the limitations for the for-profit organizations?

Answer 8: It is written into both the Older Americans Act and the Older Californians Act that there is a preference for these dollars to be awarded to nonprofit organizations or governmental bodies. The State has to review and approve requests to award funds to for-profit organizations. AAA4 is not aware of any particular criteria the State considers, but in our past experience, for-profits have only been awarded funds when they were the only applicant or when they were competing against another for-profit entity.

Question 9: Is the amount requested the same amount listed on the Notice of Intent document?

Answer 9: Yes. All the dollar amounts that have been designated for each service category and counties (or portions of counties) are in the Notice of Intent and in RFP Section I. These are the maximum funding amounts. You can ask for a lesser amount. You cannot ask for more than is listed.



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 10: For the In-Home Personal Care component of Caregiver Respite, what California state or local licenses, registrations, certifications, or exemptions must the applicant or direct-service subcontractor hold? When must evidence be submitted?

Answer 10: In Section 3 – General Requirements of the RFP, references are provided to the applicable federal regulations and California state laws that must be followed. Applicants should submit only the documents specifically requested as part of the RFP application.

Question 11: If we don't request the full amount that is issued in the RFP, should we try to make it proportionate to the number of individuals who will serve within each county that we're requesting?

Answer 11: Not necessarily; however, it is helpful to explain why you are not requesting the full amount. Also, AAA4 encourages prospective applicants to communicate with one another if they are interested in serving the same geographic area.

Question 12: Is there a maximum percentage of direct respite services that may be performed by qualified subcontractors if the principal applicant retains fiscal responsibility, program administration, compliance oversight, and reporting?

Answer 12: There is no maximum percentage of direct respite services that can be contracted out. The principal applicant does not need to be the direct provider of the respite care services.

Question 13: Must the principal applicant maintain a physical office in Sacramento or Placer County, or may local service capacity be established through qualified employees, subcontractors, and other compliant infrastructure?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 13: The principal applicant is not required to maintain a physical office location within the county in which services are provided.

Question 14: Regarding the General Application, page 4, the checklist that is required, if it applies to the service category that you are applying for, like the organizational org chart, staff program staffing chart, do you mark it as attached to your proposal?

Answer 14: You would be the one check-marking if it's attached. If it is not attached, you would indicate why. Please do not send us things that are not being requested; anything that we have not asked for does not get passed along to the reviewers.

Question 15: Regarding Caregiver Personnel Qualifications: What minimum qualifications, training hours, background checks, certifications, and supervision requirements apply to personnel providing in-home respite services?

Answer 15: Applicants are responsible for ensuring that staff are qualified to perform the proposed services and that all applicable federal, state, and local laws and regulations are followed.

Question 16: Financial Documentation: If an applicant has not previously been required to obtain an independent financial audit, what alternative documentation may be submitted in place of an independent auditor's letter?

Answer 16: If an applicant has not been subject to an independent financial audit, the applicant may submit alternative documentation demonstrating financial stability and fiscal controls, including:

- Year-end financial statements (balance sheet and income statement/statement of activities)



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

- Current year-to-date financial statements
- Federal IRS Form 990 (if applicable)
- Recent business tax returns
- Bank statements or proof of financial capacity
- A statement describing the organization's accounting system, internal controls, and fiscal management procedures

AAA4 reserves the right to request additional financial information as part of the responsibility determination process.

Question 17: Allowable In-Kind Matching Contributions: For the required Title III-E 25% match, which third-party in-kind contributions are allowable, including donated personnel time, professional services, facilities, training, technology, and outreach resources? What valuation and documentation standards apply?

Answer 17: Examples of commonly accepted matching contributions include:

Cash Match

- Applicant-funded program salaries and benefits
- Organization operating funds dedicated to the program
- Private donations
- Foundation grants, where permitted
- State or local funds that are not restricted from serving as match

Third-Party In-Kind Match

- Donated professional services
- Volunteer time supporting caregiver services
- Donated training or educational services



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

- Donated office or meeting space used for the program
- Donated supplies or equipment used directly by the program

All matching contributions must be:

- Verifiable from accounting records
- Necessary and reasonable for operation of the program
- Allowable under federal cost principles
- Not used as match for another federal award
- Properly documented and valued in accordance with 2 CFR §200.306.

For a for-profit home-care provider, owner-funded program costs and documented unreimbursed program expenses may qualify if otherwise allowable and allocable to the Caregiver Respite program.

Question 18: Multiple Awards: Does AAA4 anticipate awarding each county/service category to one provider, or may multiple applicants receive awards within the same category? If multiple awards are permitted, how will funding allocations and service expectations be determined?

Answer 18: For HICAP and III-D Health Promotion Evidence Based, we are only awarding one entity. For III-E Family Caregiver Support Programs, there may be multiple applicants selected for funding within the same service category. If a decision is made to divide the available funding among multiple awardees, selected applicants may be asked to submit an updated proposal reflecting the revised funding amount and the corresponding number of individuals they can serve. Applicants are strongly encouraged to collaborate with one another to maximize service delivery and community impact.



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 19: Multi-County Contract Structure: If an applicant is selected for Caregiver Respite in both Sacramento and Placer Counties, will AAA4 issue a consolidated agreement or separate county-specific contracts, budgets, and reporting requirements?

Answer 19: If an applicant is selected and approved to provide services in both Placer and Sacramento Counties, only one contract will be issued. The contract will cover services for both counties and will include separate budgets for each county.

Question 20: Past performance: What about if we are a new agency?

Answer 20: Explain your experience as best you can. For example, if you are applying to provide Health Promotion services in Nevada County and do not have experience delivering that exact service, you may state that in your application. That will not make you ineligible. The purpose of the application is for you to explain how you plan to provide the service and meet the program requirements. We understand that some applicants may be new to a particular service area. If you have experience providing similar services, even if they are not an exact match, we encourage you to describe that experience and explain how it relates to the proposed service.

Question 21: Partial Funding Requests: May an applicant request less than the published allocation for a county/service category, or is the applicant expected to propose services utilizing the full available allocation?

Answer 21: Yes. Applicants may request less than the maximum funding amount available for a service category. If an applicant chooses not to request the full amount, the application should include an explanation describing the reason for the reduced funding request.



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 22: For-Profit vs. Nonprofit Applicant: Where an organization operates through a for-profit entity and an affiliated IRS-recognized 501(c)(3) public charity, does AAA4 have any eligibility, evaluation, or contracting preference regarding which entity submits the proposal?

Answer 22: It is written into both the Older Americans Act and the Older Californians Act that there is a preference for these dollars to be awarded to nonprofit organizations or governmental bodies. The State has to review and approve requests to award funds to for-profit organizations. AAA4 is not aware of any particular criteria the State considers, but in our past experience, for-profits have only been awarded funds when they were the only applicant or when they were competing against another for-profit entity.

Question 23: Matching Funds Timing: Must the entire required Title III-E match be committed and documented when the application is submitted, or may allowable cash and third-party in-kind contributions be secured and documented throughout the contract year?

Answer 23: Applicants should identify their anticipated sources of required match within the application and demonstrate a reasonable plan to meet the match requirement. The full match does not necessarily need to be on hand at the time of application; however, the contractor must ensure that sufficient allowable cash and/or third-party in-kind contributions are secured, documented, and available during the contract period to meet all matching requirements. All match contributions must comply with 2 CFR §200.306 and applicable Older Americans Act requirements. Cash and third-party in-kind contributions are allowable when properly documented, verifiable, necessary to the program, and not used as match for another federally funded award.

Question 24: Would a community services block Grant be a non-match?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 24: It depends on where the funds originated (see previous question). This can be checked by looking at the CFDA (Catalog of Federal Domestic Assistance) number.

Question 25: May the principal applicant be out of state?

Answer 25: Yes, as long as they provide service for the counties that we service.

Question 26: Can we ask questions during the RFP process?

Answer 26: All communication needs to be electronic, we're not able to speak with you after this Bidders' Conference. Applicants are free to talk to each other about the RFP, and about scenarios where you may be interested in both serving the same county, and what that might look like. All questions will be accepted no later than October 8, 2026. Each question and answer will be posted by Monday, October 12, 2026.

Question 27: What is the limit for insurances?

Answer 27: Refer to RFP Section 6. One million dollars each policy, and there are four required policies: General/Commercial, Worker's Compensation, Automobile, and Professional/Umbrella "Errors & Omissions" Liability

Question 28: Award Structure/Multiple Providers: Does AAA4 anticipate awarding Caregiver Respite funding to one provider per county, or may funding within Sacramento and/or Placer County be divided among multiple qualified providers?

Answer 28: For III-E Family Caregiver Support Programs, there may be multiple applicants selected for funding within the same service category. If a decision is made to divide the available funding among multiple awardees, selected applicants may be asked to submit an updated proposal reflecting the revised funding amount and the



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

corresponding number of individuals they can serve. Applicants are strongly encouraged to collaborate with one another to maximize service delivery and community impact.

Question 29: If an organization was not present at today's mandatory Bidders Conference can they still apply, or are they automatically disqualified to proceed with this RFP process?

Answer 29: If an organization did not attend the mandatory Bidders Conference, it is not eligible to submit a proposal and will be disqualified from consideration under this RFP. Attendance at the mandatory Bidders Conference is a required condition of participation, and AAA4 must administer the RFP process in accordance with the requirements and procedures outlined in the solicitation.

Question 30: Existing Waitlists: If a new provider is awarded Caregiver Respite funding in a county currently served by another funded partner, would AAA4 facilitate referrals or transition of individuals currently waiting for respite services, or would the new provider be responsible for developing its own client pipeline?

Answer 30: AAA4 would facilitate a transition plan between the previous funded partner and new funded partner.

Question 31: Referral Expectations: What are the primary referral sources for Title III-E Caregiver Respite, and should applicants assume that AAA4 will provide referrals, that funded partners will conduct their own outreach and enrollment, or a combination of both?

Answer 31: Once the applicant becomes a funded partner, they will conduct their own outreach and enrollments of potential clients.



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 32: Once applications are complete, can a locked version of the PDF be submitted?

Answer 32: No. The General Application and the Program Specifications/Applications be submitted as Word documents.

Question 33: Funding Request Strategy: Are applicants encouraged to request the full amount available within a county when they can demonstrate capacity, or does AAA4 prefer funding requests based strictly on the applicant's projected service units and anticipated client volume?

Answer 33: AAA4 has no preference. The application should be written by the applicant's capacity with the allotted funding request.

Question 34: For-Profit Match: Are there any additional restrictions on match sources or in-kind contributions for a for-profit applicant that differ from those applicable to nonprofit funded partners?

Answer 34: Generally, the federal requirements governing allowable match apply equally to for-profit and nonprofit applicants. All match contributions must meet the requirements of 2 CFR §200.306, be adequately documented, and be allowable, allocable, reasonable, and necessary to the program. Any match provided by a for-profit applicant must be supported by records sufficient to substantiate both the value and the program benefit received. AAA4 may request additional documentation to verify eligibility and valuation of matching contributions.

Question 35: Reimbursement/Cash Flow: For an agency directly employing respite caregivers, may allowable personnel costs include caregiver wages, employer payroll



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

taxes, workers' compensation, employee benefits and other employer-paid labor costs attributable to the program?

Answer 35: Yes. Allowable personnel costs may include caregiver wages, employer payroll taxes, workers' compensation insurance, health and retirement benefits, leave benefits, and other employer-paid labor costs that are allocable to the Caregiver Respite program and are consistently treated under the organization's accounting policies. Such costs must be supported by appropriate payroll and personnel records and comply with applicable federal cost principles.

Question 36: Program Management Costs: May a reasonable portion of the compensation for staff performing intake, assessment, caregiver matching, scheduling, utilization monitoring, quality assurance, data entry and required reporting be charged as direct program personnel costs when those duties are specifically attributable to the Caregiver Respite program?

Answer 36: Yes. Compensation for personnel performing intake, assessment, caregiver matching, scheduling, utilization monitoring, data collection, quality assurance, reporting, and similar activities may be charged as direct program costs when those activities are specifically identifiable with and directly benefit the Caregiver Respite program. Costs must be supported by appropriate documentation and allocated in proportion to the actual benefit received by the program.

Question 37: Cost Allocation: For applicants using existing agency staff, office infrastructure and technology across multiple programs, what documentation does AAA4 expect for allocating those shared costs to the proposed Caregiver Respite program?

Answer 37: Applicants should maintain a written cost allocation methodology that reasonably allocates shared costs based on the relative benefit received by each program. Documentation may include:



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

- Cost allocation plans or policies
- Time studies or personnel activity records
- Timesheets reflecting actual effort devoted to the program
- Square footage calculations for facility costs
- User counts, transaction volumes, service units, or other reasonable allocation bases
- Allocation worksheets supporting technology, telecommunications, occupancy, and administrative cost allocations

Allocation methodologies should be consistently applied, documented, and compliant with applicable federal cost principles. Costs charged to the program must be allowable, reasonable, allocable, and supported by contemporaneous records.

Question 38: Historical Utilization: Can AAA4 provide historical average or median respite hours per unduplicated client by county that applicants may use when developing service-unit and client projections?

Answer 38: Yes. Below are the averages based on Fiscal Year 2025 –2026:

- Placer County: 100 clients served. Average units provided per client- 56 hours
- Sacramento County: 152 clients served. Average units provided per client- 65 hours
- Yolo County: 19 clients served. Average units provided per client - 55 hours.

Question 39: Prioritization: Are there specific prioritization factors or a preferred prioritization methodology AAA4 expects funded partners to incorporate into the required written Caregiver Respite prioritization plan?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 39: Refer to RFP Section III- General Requirements and Expectations, G and the specific program specification/application for specific details.

Question 40: Waitlist Expectations: When demand exceeds a funded partner's available capacity, what factors does AAA4 consider when approving a Caregiver Respite waitlist procedure, and are there expectations regarding maximum wait times or periodic contact with individuals on the waitlist?

Answer 40: Refer to RFP Section III- General Requirements and Expectations, H and the specific program specification/application for specific details.

Question 41: Geographic Coverage: For applicants proposing Sacramento and Placer Counties, does AAA4 give preference to applicants capable of serving the entire county, including rural and harder-to-staff areas, or may an applicant identify specific geographic service areas without being disadvantaged in evaluation?

Answer 41: An applicant may decide to serve the entire county or a specific geographic service area. Explanations should be written into the application.

Question 42: Caregiver Qualifications: Beyond the requirements contained in the RFP, are there specific minimum qualifications, certifications, training hours or prior experience AAA4 expects from direct-care staff providing In-Home Personal Care Respite?

Answer 42: No. Beyond the requirements outlined in the RFP, AAA4 does not require specific minimum qualifications, certifications, training hours, or prior experience for direct-care staff providing In-Home Personal Care Respite services. Applicants are responsible for ensuring that staff are qualified to perform the proposed services and that all applicable federal, state, and local laws and regulations are followed.



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Question 43: Assessment Responsibility: May the same qualified program staff member who completes the initial Caregiver/Care Receiver assessment also perform program intake, care coordination and six-month reassessments, or does AAA4 expect these functions to be separated?

Answer 43: Yes. Details of the applicant's workflow should be written into the application.

Question 44: Unfilled Hours/Performance: If a Funded Partner meets client demand but actual referrals or client utilization result in fewer service units than projected, how does AAA4 evaluate performance, and are funds subject to reallocation or reduction based on underutilization?

Answer 44: AAA4 evaluates funded partner performances on a quarterly basis. There is a minimum percentage of scope to meet which should reflect how much of the funding has been spent.

Question 45: Scaling Above Projected Units: If demand exceeds an applicant's projected service units and the provider has capacity to deliver additional respite, what process is available for modifying service-unit goals or receiving additional/reallocated funding during the contract year?

Answer 45: If a funded partner can scale up with the current allotted funding amount, the scope would be amended in the contract. If additional funds are requested

Question 46: Multiple Title III-E Awards: If an applicant submits proposals for Caregiver Respite, Caregiver Access Assistance/Case Management and Supplemental Services/Caregiver Assessment, may the same organization receive awards in multiple Title III-E service categories and use shared qualified personnel where appropriate, provided costs are properly allocated and there is no duplication of billing?



REQUEST FOR PROPOSALS

Contract Cycle: SFYs 2027-31. Renewal for SYFs 2029-31

QUESTIONS & ANSWERS

Answer 46: Yes.

Question 47: Client service levels. Does AAA4 establish a maximum or recommended number of respite hours that may be provided to an individual family caregiver during a month or fiscal year, or is the appropriate level determined through assessment, prioritization and available program resources?

Answer 47: Refer to Section 4 of the RFP, which states a minimum of one unit. Applicants should describe in their proposal how respite services will be assessed, prioritized, and delivered, including any limits or service parameters they propose to implement based on participant needs, program capacity, and available funding.

Question 48: Previous Award/Public Records: Are proposals from the previous Caregiver Respite RFP cycle, including the successful proposal(s), evaluation/scoring materials, and final award recommendations, available for public review? If so, what is the process for obtaining those records?

Answer 48: Yes. Please email our Operations Manager, Sara Martinez at smartinez@agencyonaging4.org for a Public Records Request and state what you are seeking.